

## **DEPENDENT DOCUMENTATION**

### **This is for Health Insurance ONLY**

When adding a spouse or children to your health insurance, the State of Tennessee requires proof that they are in fact your legal dependents. Acceptable documentation is as follows:

**For your spouse, two** documents are required:

- Proof of marital relationship. This can be either a marriage certificate or naturalization papers indicating marital status.

#### **AND**

- Proof of joint ownership. This can be one of the following:
  - Bank statement issued within the last 6 months with both names (NOT A VOIDED CHECK. It must be the statement)
  - Mortgage statement issued within the last 6 months with both names
  - Residential lease agreement within the current terms with both names (MUST HAVE THE PAGE WITH SIGNATURES)
  - Credit Card statement issued within the last 6 months with both names
  - Property Tax Statement issued within the last 12 months with both names
  - Page 1040 of last year's Federal Tax Return filed showing "married filing jointly" (if married filing separately, submit the 1040 of both returns)

IF JUST MARRIED WITHIN THE CURRENT YEAR, A MARRIAGE CERTIFICATE ONLY WILL BE ACCEPTED.

**For children**, we must have STATE ISSUED birth certificates. The pretty ones with the feet prints or Mother's Copy are not accepted. **The Mother's Copy is fine if the baby is a newborn.**

**PLEASE STICK TO THE DOCUMENTS ON THE LIST. IF IT IS NOT ON THIS LIST, IT WILL NOT BE ACCEPTED. THAT WILL DELAY YOUR HEALTH INSURANCE ENROLLMENT.**